



MINUTES

City of Flagstaff

BOARD OF ADJUSTMENT

8:30 a.m. – Wednesday, March 30, 2016

Flagstaff City Hall, **Council Conference Room**, 211 W. Aspen Avenue

CALL TO ORDER and ROLL CALL:

Chairman Naleski called the meeting to order at 8:39 a.m.

PRESENT: Jerome Naleski, Chairman; Dan Anderson; John Stigmon; Pat Loven;
John van Wyke
ABSENT: Greg Parker (excused)

CITY STAFF: Roger E. Eastman AICP, Comprehensive Planning and Code Administrator
Kevin Fincel, Senior Assistant City Attorney
Daniel Folke AICP, Planning Director
Tammy Bishop, Administrative Specialist

I. GENERAL BUSINESS

A. PUBLIC COMMENT

None.

B. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Dan Anderson nominated Jerome Naleski for Chairman, second by John van Wyke, vote passed unanimously.

Jerome Naleski nominated John van Wyke for Vice-Chairman, second by Dan Anderson, vote passed unanimously.

C. APPROVAL of MINUTES.

1) Approval of minutes from March 4, 2015.

Motion: Move to approve the minutes of March 4, 2015, as submitted. **Moved by:** Dan Anderson. **Seconded by:** Pat Loven. The motion carried unanimously.

D. ANNOUNCEMENTS

Roger Eastman gave updates on the recent adoption of the Zoning Code and the pending Council public hearing on April 19th for amendments to the Sign Code.

II. OLD BUSINESS

None.

III. NEW BUSINESS

- A.** Review and approval of amendments to the Board of Adjustment's Rules of Procedure.

Motion: Move to approve the amendments to the Board's Rules of Procedure. **Moved by:** Pat Loven. **Seconded by:** John Stigmon. The motion carried unanimously.

IV. EXECUTIVE SESSION

- A.** Legal advice provided by Kevin Fincel, Senior Assistant City Attorney, regarding the Board of Adjustment's quasi-judicial role and ex parte communications in relation to appeals of decisions by the Planning Director.

Motion: Move into Executive Session. **Moved by:** John Stigmon. **Seconded by:** Dan Anderson. The motion carried unanimously.

Motion: Move out of Executive Session. **Moved by:** John Stigmon. **Seconded by:** Dan Anderson. The motion carried unanimously.

V. ADJOURNMENT

Chairman Naleski adjourned the meeting at 9:08 a.m.